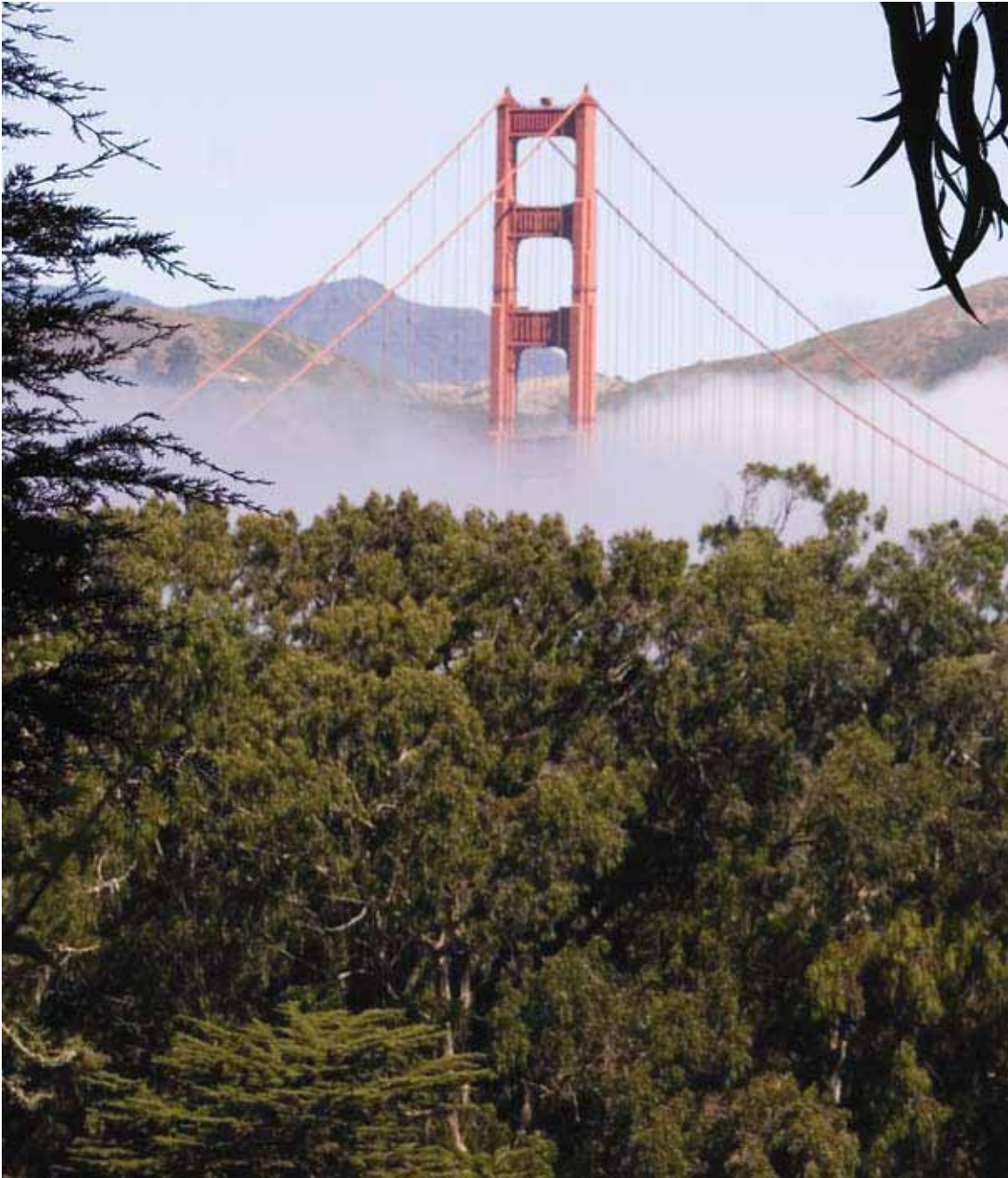




CULTURAL INSTITUTIONS

at the Presidio Main Post

request for proposals
presidio of san francisco
august 2007



Contact for Questions

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The Presidio – A National Park for the 21st Century

The Presidio of San Francisco was established as a military garrison by Spain in 1776, and is the birthplace of San Francisco. It was occupied by the United States Army from 1846 until 1994, and was the premier military post in the western United States.

Several administrations have reaffirmed the importance of the Presidio to the American people. In 1962, it was designated a National Historic Landmark District. In 1972, the legislation establishing the Golden Gate National Recreation Area included a provision that the Presidio would become part of the new national park if the Army no longer required it as a military installation. In 1994, the Presidio was transferred to the national park system. Congress passed the Presidio Trust Act in 1996, recognizing that preserving and enhancing the Presidio as a national park required a new model of governance. The Presidio Trust was charged with sustaining the Presidio by rehabilitating and leasing its buildings and using lease revenues to fund ongoing park operations and maintenance. It is a national park for the 21st century.

The sentinel of the Golden Gate for more than 200 years, today the Presidio is the gateway to the largest urban national park in the country. It is a national park like no other: Historic buildings are preserved through new uses; open spaces and natural areas are enhanced and protected with lease revenues; endangered species find shelter in man-made environments; and people live and work in the park, reminding us always that the Presidio is an essentially human place.



Presidio at a Glance

1,491 acres at the Golden Gate

300-acre historic forest

A National Historic Landmark District with 780 contributing features

Home to San Francisco's oldest building, the Officers' Club

24 miles of trails, scenic overlooks, and other recreational facilities

280 native plant species and 200 species of birds and other wildlife

3,500 people work in the Presidio

3,000 people live in the Presidio's homes

Approximately 4.6 million people visit the Presidio annually



Robert Campbell

View southeast of the Presidio of San Francisco

Premier Cultural Institutions at the Presidio Main Post

The Presidio Trust has received an offer for a contemporary art museum from two prominent collectors whose collection is among the most important in the world today. It includes works by artists who have shaped the last half of the 20th century and whose influence will be felt for generations to come. The collectors want to make a home for their collection at the Presidio so that it can be available to the public. The proposed location of the museum would be in a new building at the rise south of the Main Parade Ground, the Main Post's principal open space.

The Trust envisions the Main Post, once the ceremonial and administrative center for a military community, as the cultural and civic center for this unique national park. The Trust believes that the presence of a major cultural institution, such as the one proposed, would be a catalyst for attracting other compatible uses to the Main Post.

The Trust was established by Congress in 1996 to preserve the Presidio of San Francisco as an enduring resource for the American people. In order to fulfill this mission, the Trust enters into leasing and development agreements that will revitalize the Presidio and generate the revenue required to sustain the Presidio in perpetuity as a national park. The Trust is required to undertake reasonable competition for these opportunities. When a proposal of merit is put forth, the Trust offers a Request for Proposals for the use or site so that others may compete for it, and so that the public understands what is being proposed and what actions the Trust may take.

The Trust is seeking, therefore, exceptional proposals to locate cultural institutions of distinction at the Main Post. These would include museums, galleries, educational institutions, performing arts, and other cultural activities and compatible retail that serve the public, such as restaurants. In addition to a new construction site south of the Main Parade Ground, the Trust has identified two of the historic Montgomery Street Barracks as available for this opportunity. Proposals for one or all of the sites would be considered. The proposed uses must respect the Presidio's important history and its spectacular setting, and must contribute to making the Presidio a great and unique national park.



Project Objectives

The Trust will evaluate proposals according to the seven objectives listed below. The objectives for locating a cultural institution at the Main Post are a more specific expression of the principles of the act by which Congress established the Presidio Trust and of the guidelines developed with public input in the *Presidio Trust Management Plan*.

1. Provide a cultural experience of distinction at the Main Post that engages the public and that enhances the Presidio as a national park.
2. In keeping with the Presidio's character as a national park, ensure broad public accessibility to the premises and the program.
3. Support the Presidio Trust's preservation mission by reusing historic buildings to the maximum extent feasible.
4. If new construction is required, it should be sited and designed to enhance historically significant open spaces within the Main Post and to preserve the integrity of the National Historic Landmark District.
5. Incorporate "green" design and sustainable principles and practices that lower energy consumption, conserve natural resources, and reduce pollution.
6. Promote alternative forms of transportation to minimize the need for vehicle use by visitors as well as employees.
7. Be economically feasible and enhance the viability of the Presidio as a self-sustaining national park.



Montgomery Street Barracks, Main Parade Ground c. 1930s

The Opportunity

The *Presidio Trust Management Plan* identifies cultural and educational activities as the preferred uses for buildings in the Main Post, and envisions the Main Post as a lively visitor destination. The Trust wants to ensure that at a minimum the ground floors of the Montgomery Street Barracks remain open to the public and provide public-serving activity, including museums, restaurants and cafes, galleries, educational facilities, and compatible retail.

The Trust has identified three sites, as indicated on the map on p. 7, that offer varying levels of development, from new construction to rehabilitation of historic buildings. The Trust is open to proposals that use one or more of the sites for cultural and related public-serving activities. Re-use of the 1930s historic theatre, Building 99, which is to the west of the new construction site, would also be considered. An RFP for that building is currently active.

Both the new construction site and the Montgomery Street Barracks Buildings 103 and 105 border the Main Parade Ground in the Main Post. The Main Post has undergone significant redevelopment in its 225-year history. There are 138 buildings in the Main Post, 110 of which are historic. To date, 750,000 of the 1.1 million square feet of building space in the Main Post have been put to new uses. Tenants include the Richard and Rhoda Goldman Foundation; the Bay School, an independent high school; the Gordon and Betty Moore Foundation; and the San Francisco Film Society. The International Center to End Violence will be housed in one of the Montgomery Street Barracks, Building 100. The Walt Disney Family Foundation is rehabilitating another of the Barracks, Building 104, as a museum, which will open late in 2009.

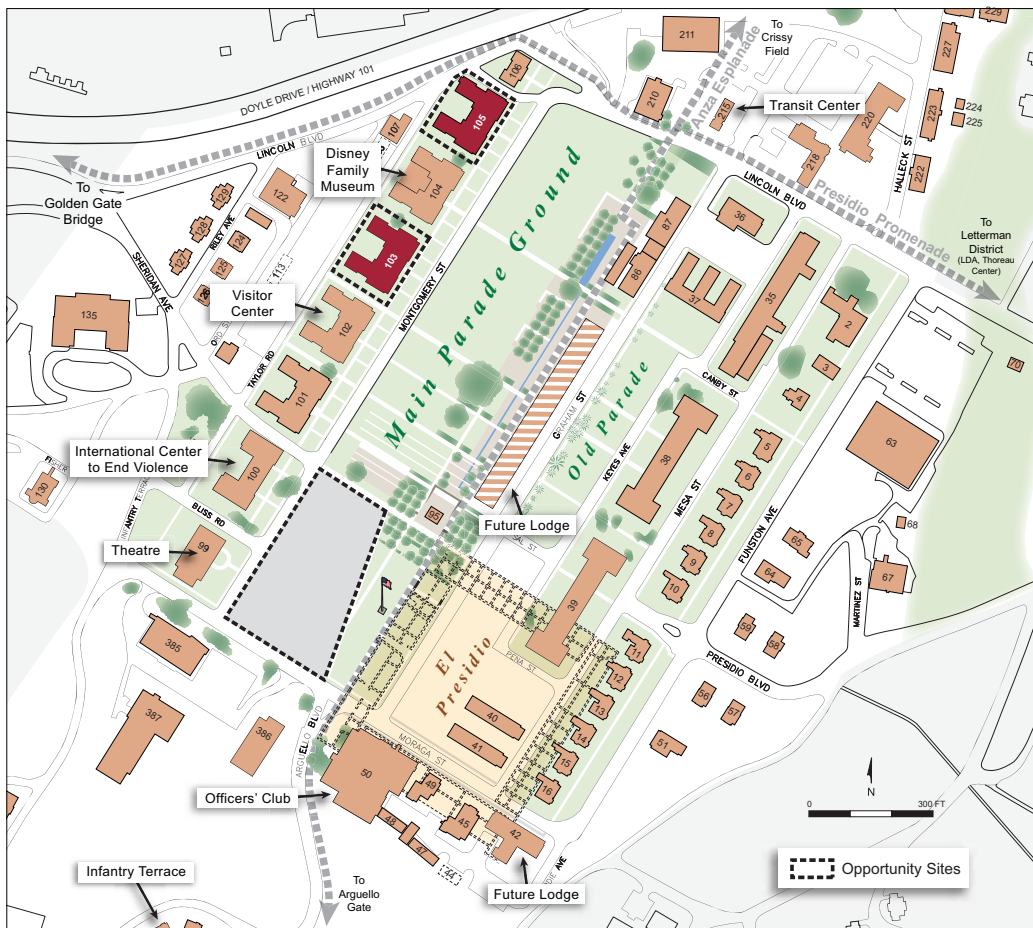
The Trust has recently competed the opportunity to establish lodging in the Main Post with a new building along the eastern edge of the Main Parade Ground and in Pershing Hall, Building 42, an historic building at the southeastern corner of the Main Post. A development partner will be chosen by the end of August 2007, and the lodge is expected to be open in 2010.

The Main Parade Ground

The Main Post includes four large ceremonial spaces. The Main Parade Ground is the sloping surface parking lot bounded by Montgomery, Lincoln, Graham, and Sheridan Streets; it is approximately 7 acres. To the south is El Presidio, the site of San Francisco's founding. Immediately adjacent are Pershing Square and a Civil War-era Old Parade Ground. Plans to replace the freeway approach to the Golden Gate Bridge, Doyle Drive, with an underground roadway will re-establish the connection between the Main Post and Crissy Field, creating a world-class ensemble of buildings and open space along the northern waterfront of San Francisco.

Considerations

Historic Buildings	The Presidio's historic buildings contribute to its distinctive character and to its national importance. A proposal that includes reuse of one or more of the historic buildings may qualify for historic tax credits of up to 20 percent of the rehabilitation costs. The historic tax credit process is administered by the National Park Service.
Ownership	The Presidio is owned by the federal government and managed by the Presidio Trust, a federal agency. The land and buildings may not be purchased, but may be subject to a long-term lease.
Taxes	Presidio tenants may not be subject to some city and state taxes, including property taxes and assessments, but are required to pay a service district charge (SDC) to the Presidio Trust that varies from year to year. SDC funds public safety, common area maintenance, and infrastructure. The SDC is calculated per rentable square foot.
Parking	Parking is limited and must be shared by tenants and visitors. Additional information about parking and about the Trust's Traffic Demand Management Program is available in the <i>Presidio Trust Management Plan</i> , which can be found in the Presidio Trust Library or online at www.presidio.gov .
Approvals	Design and entitlement approvals, as well as permits, are granted solely by the Trust.
Scope	The Trust will consider proposals for new construction at the identified site up to 100,000 sq. ft.





Artist's rendering of the Olin design for the Main Parade Ground

The Site

The Trust has been working with landscape architect Laurie Olin and the Olin Partnership of Philadelphia to revitalize the Main Parade Ground as an expansive green space that serves the community by accommodating an array of public activities, including performances and special events. Anza Street, the Main Parade Ground's eastern edge, would become a wide pedestrian promenade lined with landscaped terraces that incorporate an extensive interpretive program illustrating the Presidio's history.

An Environmental Assessment of the Main Parade Ground design is available at www.presidio.gov/trust/projects, or in the Presidio Trust Library; a model of the Main Parade Ground is available at the Trust offices, and can be seen by appointment. The Presidio Trust is raising funds for this ambitious project and hopes to complete the Main Parade Ground by 2010.

Rehabilitation of two Montgomery Street Barracks

The historic Montgomery Street Barracks, Buildings 100 – 106, were built in the late 1890s and early 1900s to house enlisted men. These un-reinforced masonry structures each contain approximately 40,000 square feet on three floors, including attics and basements. They have high ceilings, deep front porches, large interior rooms, tall windows, and some period detailing. New construction would be limited to small additions needed to make new programs work, e.g. stairwells and elevators. New construction should be evaluated for its cumulative effect on the Montgomery Street Barracks as a whole.

Given their prominent location and important history, the Trust wants to ensure public access to the buildings with public-serving activities on at least the ground floors.

New Construction South of the Main Parade Ground

New construction would be located immediately south of the Main Parade Ground, looking across the Main Parade Ground to the San Francisco Bay and Marin Headlands. The Trust will entertain proposals for a building up to 100,000 square feet. New construction must be compatible with the landscape design for the Main Parade Ground, with the historic character of the Main Post, and it must comply with the *Main Post Planning and Design Guidelines*.

Design Guidelines*

Montgomery Street Barracks

The Montgomery Street Barracks are an iconic element within the historic Main Post—one that is often the primary image that a visitor associates with the historic Presidio. Visible from almost every vantage point, this complex of buildings is extremely sensitive to change. The character of these buildings both individually and as a complex resides in not only the small details such as windows and doors, but within the larger elements such as the perfectly aligned porches “marching along” Montgomery Street, or the solid-to-void rhythm of the rear courtyards and the spaces between the buildings. Strong or even subtle changes that would disrupt or modify these important character elements could diminish the integrity of these buildings and, therefore, also impact the overall integrity of the historic Presidio. Changes proposed for these buildings, particularly those that would modify the visual continuity of these elements, must be considered carefully and measures must be taken to avoid or minimize the impact.

Rehabilitation must comply with the *Secretary of the Interior’s Standards for Treatment of Historic Properties with Guidelines for Treatment of Cultural Landscapes* (NPS 1996) and the *Guidelines for Rehabilitating Buildings at the Presidio of San Francisco* (NPS 1995).

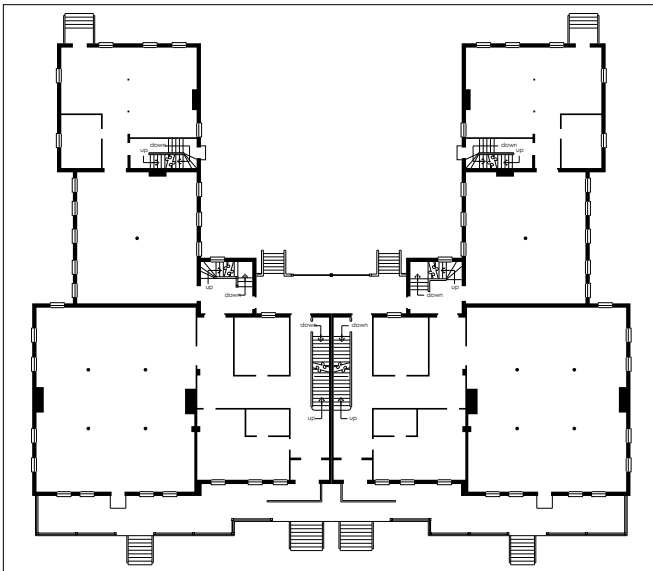
I. General Rehabilitation Guidelines

- Make every effort to adapt the historic structures to compatible new uses that require minimal alteration to character-defining materials, features, spaces, and spatial relationships between buildings and their settings.
- Determine the age of existing interior partitions and construction, and retain those historic elements that are character-defining. Consider removal of those elements which detract from the historic character of the interior space.
- Rehabilitate the interiors to serve new uses and to meet current building and safety codes in a manner that respects the character-defining features and historic finishes.
- Consider using California’s State Historic Building Code, which includes provisions for latitude with respect to the mandates of regular codes in the interest of protecting and retaining historic materials, methods of construction, and character-defining features.

*Complete *Main Post Planning & Design Guidelines* are available online at www.presidio.gov or in the Presidio Trust Library.

II. Specific Guidelines for Buildings 103 and 105

- No significant changes should be proposed that would effect primary (east) elevations of any of the barrack buildings. Maintain the uniform quality of the barracks along Montgomery Street.
- Locate new additions and elements, if any, on the sides or in the rear of the buildings. If new elements are located on the sides of buildings, they should be placed in such a way that they do not interfere with view corridors between buildings, and are not highly visible from Montgomery Street.
- When designing new additions or elements located at the rear of the buildings, be sensitive to their appearance from Taylor Street.
- The Trust will evaluate proposals which seek to infill rear courtyards based on the cumulative impact this will have on the entire barracks ensemble.
- Minimize the number of new roof-mounted items and penetrations, and concentrate their placement on the three roof sections that face the rear courtyard.
- Maintain the Montgomery Street side as the building's main entrance.



Floor plan of first floor showing historic layout. Plan is typical for either 103 or 105



Building 105; east elevation facing Montgomery Street

New Construction Site

In Major William Hart's 1907 grand plan for the Presidio, the land south of Sheridan Avenue was selected to be the site of Main Post support structures at the head of the Main Parade Ground. Hart's plan for this site was never fully realized. Rather, over the last 100 years this land has housed sports and recreational facilities and a succession of buildings. It never functioned as part of the Main Parade Ground, but always played a "supporting role" offering adjunct uses that complemented the featured performers, drill field and barracks.

A new building and landscape developed for this site must also support the contemporary uses envisioned for the Main Parade Ground. It must offer programmatic features and public spaces which complement the proposed uses of the Main Parade Ground. In form and appearance, it must be compatible with both the historic spatial context and the new landscape plan currently in development for the Main Parade Ground. Like the proposed landscape design developed by the Olin Partnership for the Main Parade Ground, this new building should be a contemporary intervention, intentionally differentiated from the historic landscape, site features, and buildings in style and appearance. The following general guidelines apply to this new construction:

I. General Planning and Design Guidelines

- Create a distinguished, contemporary building and associated landscape that will complement the landscape of the Main Parade Ground, recognizing both its historic character and the changes proposed by the new landscape design.
- Animate and activate adjacent open space development at the Main Parade Ground and Pershing Square.

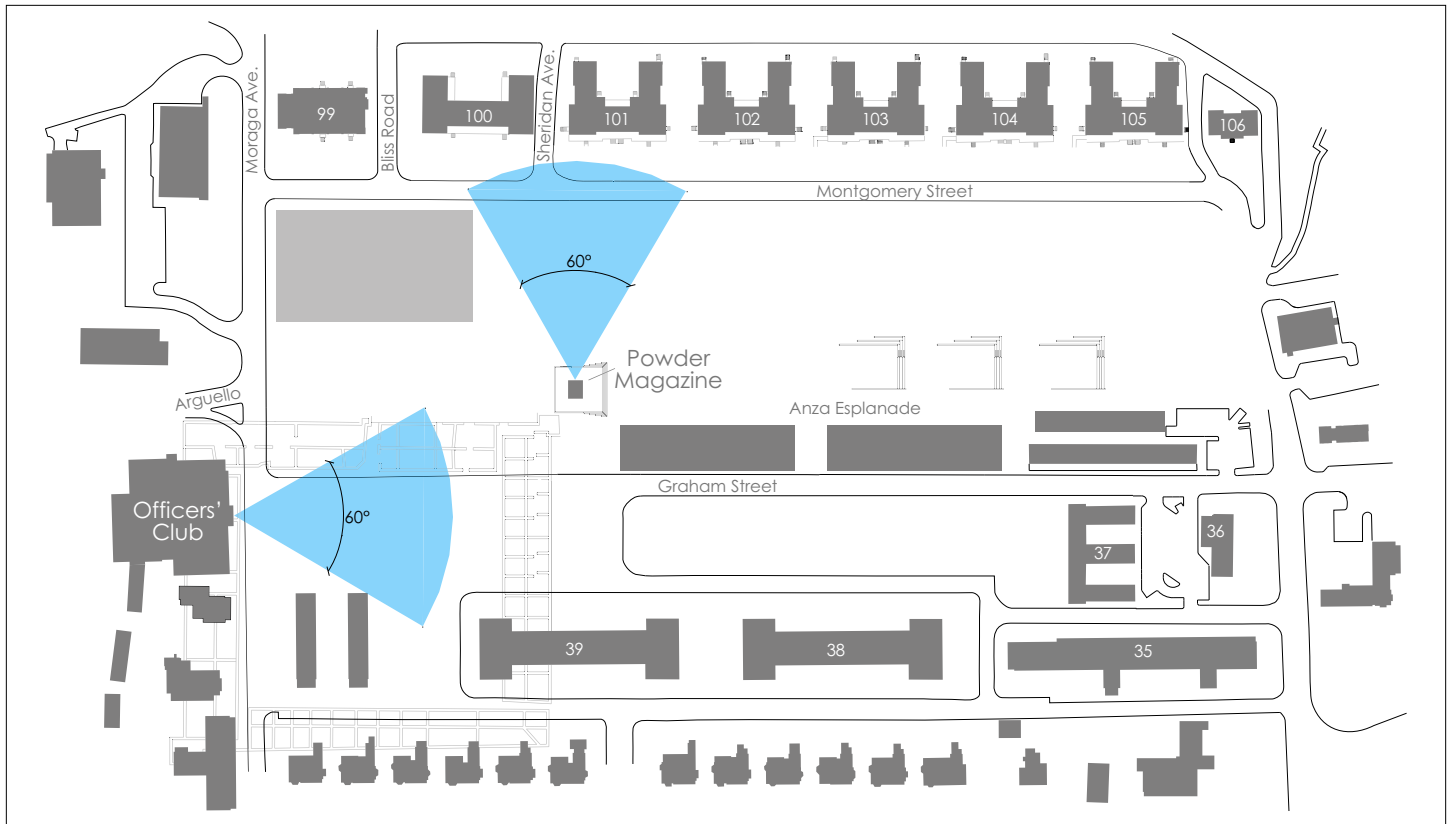
II. Specific Guidelines for New Construction by Category

A. VIEWS

- The new building should not obstruct the façade of Building 100 when viewed from the Powder Magazine.
- The new building should not obstruct views of the bay from the Presidio Officers' Club.
- The building should open up to views both to and from the Main Parade Ground and Pershing Square to connect it visually to public art that may be placed there and to promote the museum and its collection to Presidio visitors in the surrounding open spaces.

B. HEIGHT LIMIT & SETBACKS

- Maximum height is 45 feet.
- Maintain the openness of historic roadway alignments.



View Diagram

C. MASSING AND SCALE

- The new building should respond to the topography of the existing site and relate to the natural slope from the Main Parade Ground up to Infantry Terrace.
- The new building should not be a monolithic volume and should not emphasize its vertical height. Instead, its massing should be modulated, stepped, or in some way subdivided horizontally to diminish its perceived height.
- Minimize the perceived size of the building by placing portions of it underground.
- The new building should take advantage of roof levels for display of art. Public access to the building's roof should be encouraged.
- The building should be a composition of simple geometric forms. These should primarily align with and relate to the rectilinear grid plan of the Main Post and, secondarily, may respond to the Arguello Street alignment.

D. FENESTRATION (SOLID vs. VOID)

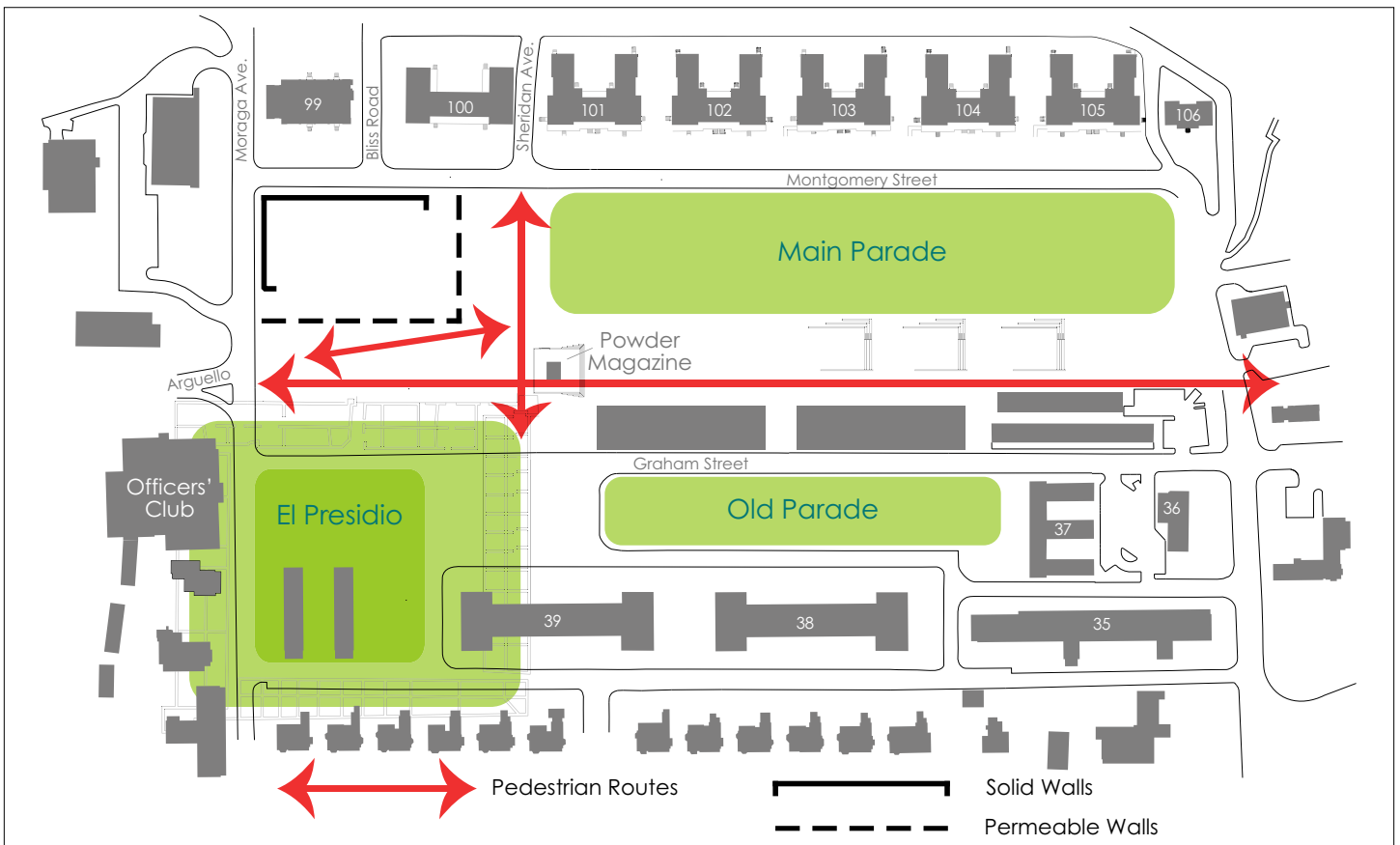
- Employ glazing and architectural elements on the west elevation of the building opposite Building 100 to provide visual relief.

E. MATERIAL PALETTE

- The building should employ a contemporary architectural language, but relate to the texture, scale, and color of the historic Main Post. It should strive to be distinct from the Main Post's historic buildings while being compatible with them.
- The building should acknowledge and be compatible with the material palette and style of the Olin design for the Main Parade Ground.

F. LANDSCAPE

- Plantings around or on the new building should evoke the character of the Main Post landscape.
- Plant species must conform to the Presidio *Vegetation Management Plan* plant list or be approved by the Trust.



Pedestrian Circulation and Building Edges

G. PEDESTRIAN CIRCULATION AND ACCESS

- The pedestrian walks defined by Arguello and Sheridan are the key pedestrian routes adjacent to the building. The building's public pedestrian entrances should be accessible from these routes.
- The building's east and north facades should be inviting and permeable. Incorporate glazing on the ground floor along these sides so pedestrians can see into the building.
- Locate the public components of the program so as to be visible from the principle pedestrian routes.
- Incorporate an open space into the Sheridan frontage that relates to the scale and configuration of the Main Parade Ground.

H. PARKING AND LOADING

- Montgomery Street is the preferred street on which to locate access to parking, drop-off, and loading docks.
- Loading docks should be developed in such a way that they will minimize the need for trucks to back out onto Moraga Avenue or Montgomery Street.

Submittal Requirements

The Presidio Trust is seeking exceptional proposals. Respondents are encouraged to be thoughtful and creative and to demonstrate how the proposed uses will fulfill the seven project objectives as well as the selection criteria listed in this section.

Respondents may wish to review pertinent background materials available at the Presidio Trust Library. The Library is located at 34 Graham Street in the Presidio, and is open Monday through Friday from 8:30 a.m. to 5:00 p.m. If special assistance is needed, please call the Trust librarian, Barbara Janis, at (415) 561-5343.

Submittal Delivery

Proposals for the new construction site are due by 5:00 PM, Friday, November 9, 2007. Proposals for the reuse of Buildings 103 and 105 that are submitted by November 9 will be given first consideration, but the opportunity will remain active at the discretion of the Presidio Trust. Each respondent must submit four (4) originals, one unbound and three bound. In addition, each respondent must submit one bound redacted or "public copy" of the respondent's proposal that complies with the requirements of the federal Freedom of Information Act (See "Use and Disclosure"). Respondents are encouraged, but not required, to submit an additional electronic copy of their proposal in any format. Facsimile reproductions will not be accepted. All submittals become the property of the Presidio Trust.

Deliver proposals to:

The Presidio Trust
34 Graham Street
P.O. Box 29052
San Francisco, CA 94129-0052
Attention: Michael Boland, Director of Planning, Park Projects, and Programs

Enclose all copies of the submittal in a sealed box or envelope. The title of the submittal, and the name and address of the submitting organizations(s) must be clearly marked on the package exterior. The Presidio Trust retains all proposals for the official record. The Presidio Trust will release any pre-selection information as it deems appropriate.

Submittal Contents

Proposals that do not comply with all submittal requirements may be disqualified. Refer to the "Use and Disclosure" for information about the federal Freedom of Information Act (FOIA), and use and disclosure of submittal documents.

The submittal requirements are:

1. Transmittal Letter (including \$5,000 refundable earnest money deposit)
2. Proposal
3. Attachments
 - Demonstration of financial capability
 - Litigation & bankruptcy information

Transmittal Letter

The transmittal letter must be accompanied by a \$5,000 earnest money deposit made payable to the Presidio Trust, refundable to parties not selected for exclusive negotiation. The transmittal letter includes:

- Name of submitting company or organization
- Legal structure of submitting company or organization (e.g. 501(c)(3), corporation, joint venture, limited partnership), and date established
- Name, signature, title, address, telephone number, and fax number of the person(s) authorized to negotiate on behalf of the submitting organization
- If represented by a broker, please include broker identification information
- Name and relationship of all organizations included in the proposal, if applicable

Proposal

The Trust is looking for clear and concise responses. Proposals should not exceed 30 pages (excluding attachments) and should provide at a minimum: 1) Tenant Summary, 2) Project Overview, and 3) Comparison with Selection Criteria. Proposals must also include the three attachments requested: 1) Demonstration of Financial Capability, 2) Litigation and Bankruptcy Information, and 3) Marketing Plan and Materials.

1. Tenant Summary

- Describe organizational mission and core activities; include the year the organization was established.
- Indicate if the entity is minority- or women-owned.
- Identify the principals of the proposing organization including names, addresses, titles, or positions.
- If the entity is a joint venture, provide information on each partner and a description of prior working relationships.

2. Project Overview

- Provide conceptual design and layout, showing all proposed uses and common areas. Include at a minimum a site plan, floor plans, and perspective sketches that illustrate the character and use of the proposed facility.
- Define the type and square footage of all proposed uses, including whether or not a subtenant is a part of the proposed use.
- Describe the type of activities to take place, both programmed and un-programmed, and primary audiences served. Include days and hours of operations, and whether or not admission may be charged.
- Indicate anticipated number of employees and visitors.
- Provide a traffic demand management and parking plan that is consistent with the Presidio Trust's traffic management program and that actively promotes alternatives to vehicle use.
 1. Projected vehicle trips and transit demand (peak and off-peak hours)
 2. Estimated parking demand (peak and off-peak) and requirements (if any) for proximity of parking spaces to building
 3. Any vehicle loading requirements including location, type, and timing (e.g. supply deliveries, proposed valet services, etc.)
- Propose detailed business terms
 1. Proposed length of lease term, with options
 2. Construction and development cost estimates, including all capital building improvements and tenant improvements, and all hard and soft costs
 3. Proposed rental rate to the Trust per gross square feet, including escalations and proposed rent commencement date
 4. Proposed responsibility for capital and tenant improvement costs
 5. Trust participation in transfer and refinancing proceeds
 6. Financial capability of all proponents
 7. Amount and type of source(s) of all capital (debt and equity) and guaranties

3. Comparison with Selection Criteria

Describe how your proposal meets the seven project objectives for establishing a cultural institution at the Main Post (page 5). Also, demonstrate your financial and organizational capacity to execute this project.

4. Attachments

Attachment 1: Demonstration of Financial Capability

Please provide the following and any other relevant information to demonstrate the financial capability to support the proposed use of space. If unable to provide any part of the information requested, please indicate why the information is not available. See "Use and Disclosure" for information about use and disclosure of submittal contents and provide the following:

- Gross revenue and net income for past two years
- Audited financial statements for previous two fiscal years (or financial information otherwise acceptable to the Trust in its sole discretion)
- Most recent annual report
- Lender and/or other financial references including landlord references if appropriate
- List of any current non-performing loans or loan defaults in the past five years
- Evidence of ability to enter proposed transaction

Attachment 2: Litigation and Bankruptcy Information

Address whether the respondent and/or any team member named in the proposal has been involved in any litigation or other legal dispute regarding a business or real estate venture during the past five years. In the explanation, include information regarding outcome of any material litigation or dispute. Also, indicate if the respondent and/or any team member named in the proposal have ever filed for bankruptcy, or had projects that have been foreclosed or transferred by deed in lieu of foreclosure.

Attachment 3: Marketing Plan and Materials

Briefly describe how the program will be marketed. Include intended audience, key messages, media, and distribution. Provide any existing marketing materials for your organization or program.

Selection Process

The Presidio Trust will conduct the selection process. As the sole and final decision-maker for this selection, the Trust reserves the right to reject any or all proposals, or terminate lease negotiations at any time.

Schedule

November 9, 2007	Proposals due for new construction site
November 19, 2007	Proponents make a presentation to the Presidio Trust
December 3, 2007	Proponents make a presentation at a public meeting
January 2008	Trust begins negotiations with selected partner(s)

Process

Step 1 - Proposal Submittal

The Trust encourages respondents to submit their proposals as early as possible. Proposals received by 5:00 p.m., Friday November 9, 2007 will be given first consideration. A refundable earnest money deposit of \$5,000 is required with the proposal submittal.

Step 2 - Presentation to Trust

Proponents will make a presentation to the Trust during the week of November 19, 2007. Proponents will discuss in detail the design, program components, intended operations, construction plans, financial resources, and business terms of the proposal.

Step 3 - Presentation to Public

Proponents will present their design and program proposal at a public meeting on December 3, 2007. Proponents will respond to questions from public.

Step 4 - Proposal Evaluation

Proposals that the Trust determines to be complete will be evaluated based on how the respondents meet the project objectives and the selection criteria. Additional information or clarification may be requested. The Trust proposes to select potential partners for negotiation in January 2008. The Trust reserves the right to begin reviewing and evaluating a complete proposal at any time after its receipt.

Step 5 - Negotiations: Proposal Refinements and Letter of Intent

The emphasis during these discussions will be on refining specific business terms, general design considerations, performance schedule, and other aspects of the proposal. A non-binding letter of intent and/or exclusive negotiations agreement will delineate the business terms, and outline the steps and schedule for reaching a lease agreement. Upon execution of the letter of intent or exclusive negotiations agreement, the initial deposit will become non-refundable, and the selected respondent(s) will make an additional non-refundable deposit of \$5,000.

Step 6 - Environmental Review & Historic Compliance

The Trust is subject to the National Environmental Policy Act and the National Historic Preservation Act. The Trust will determine the scope of required environmental review, historic compliance, and other regulatory review activities for selected proposals. At this time, the respondent(s) selected for letter of intent and/or exclusive negotiations will be expected to contribute a fair share payment to help offset the cost of compliance activities, including possible technical studies. Compliance activities must be successfully completed before any lease or development agreement can be signed.

Step 7 - Lease Agreement Negotiations

The letter of intent and/or exclusive negotiations agreement will provide, for a limited period (not to exceed 120 days), for the negotiation and execution of a lease. No lease can be signed until completion of the review and consultation identified in Step 6.

Use and Disclosure

Your proposal in response to this RFP may be subject to the federal Freedom of Information Act ("FOIA"), 5 U.S.C. §552. Under the FOIA, only certain categories of information submitted to and in possession of the federal government are exempt from disclosure to the public upon request. In your proposal, you must properly identify all information that you believe is exempt from disclosure under the FOIA. Information that is not properly identified may be released by the Presidio Trust ("Trust") without further review or consultation with you. Information that is properly identified may be released to a public requester under the FOIA only upon a finding by the Trust or by a court that it is not, in fact, exempt from disclosure.

Among the FOIA exemptions that may apply to information you submit is one that exempts "trade secrets and commercial or financial information obtained from a person and privileged or confidential." 5 U.S.C. §552(b)(4). Courts have further defined these terms in specific situations. You may wish to seek legal advice on this and other FOIA issues, including other exemptions that may apply to the information you submit.

If your proposal does not contain information that you believe is exempt from disclosure under the FOIA, you must submit a letter to the Trust along with your proposal indicating that nothing in the proposal is exempt from disclosure.

If your proposal contains information that you believe is exempt from disclosure under the FOIA, you must mark the cover of each document submitted as part of your proposal with the following legend:

The information specifically identified on pages ____ of this document constitutes information which the submitter believes to be exempt from disclosure under the federal Freedom of Information Act. The submitter requests that this information not be disclosed to the public, except as may be required by law.

You must also specifically identify the information on each page of the proposal on which exempt material appears and must prominently mark each such page as follows:

"CONTAINS INFORMATION THAT IS EXEMPT FROM DISCLOSURE UNDER THE FOIA"

You must also submit to the Trust an additional complete copy of your proposal marked prominently on the cover as a "REDACTED COPY" with the information that you believe is exempt from disclosure permanently redacted such that this redacted copy may be released to the public without further review.

Failure to identify information in your proposal and/or failure to redact information from the redacted copy you submit will be treated by the Trust as a waiver of your claim to exemption from public disclosure under the FOIA for such information.

The Trust shall use the information that you identify in your proposal only for the evaluation of your proposal. Please note, however, that if the Trust enters into a contract with you as a result of or in connection with the proposal, the Trust shall have the right to use the information as provided in the contract. In addition, if the same information is obtained from you or from another source, it may be used in accordance with such restrictions, if any, as may be placed on it by that source.

If a request of the Trust under the FOIA seeks access to information in the proposal that you have identified as exempt from disclosure under the FOIA, the Trust will notify you at your current address on file with the Trust in accordance with Executive Order 12600, and the Trust will provide you with an opportunity, on an expedited basis, to submit additional evidence and written argument in support of your position. If the Trust determines that some or all of the information claimed by you to be exempt from the FOIA is, in fact, subject to disclosure by the Trust under the FOIA, the Trust will notify you of this determination before the information is released. In order to receive notice in such situations, you must ensure that the Trust at all times has your current mailing address, phone number, facsimile number (if any), and electronic mail address (if any).

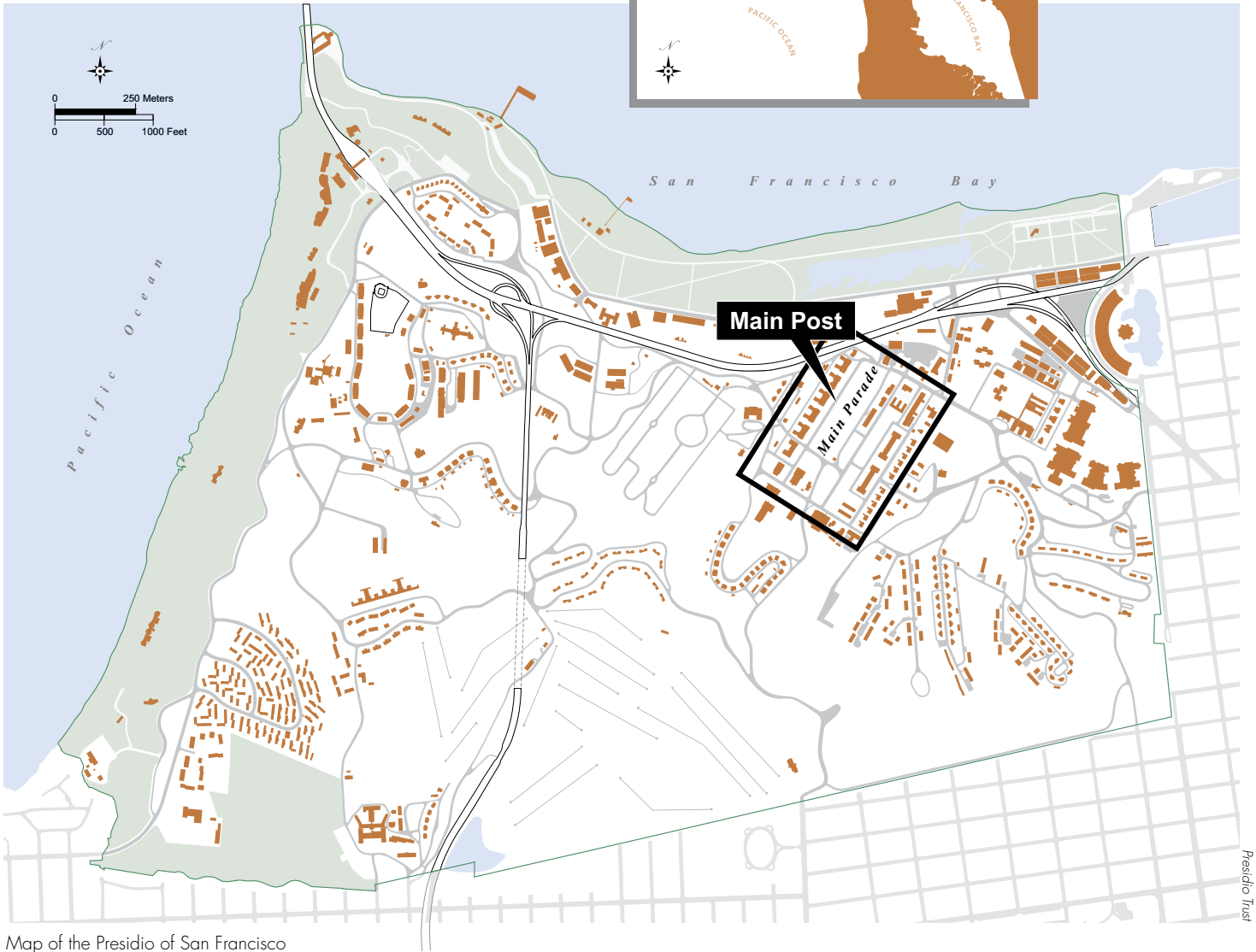
Questions concerning these FOIA procedures and related policies only should be directed to:

The Presidio Trust
Attn: Steve Carp, FOIA Officer
Building 34, Graham Street
P.O. Box 29052
San Francisco, CA 94129-0052
scarp@presidiotrust.gov
Voice: 415.561.5339
Fax: 415.561.5308



View north of the Montgomery Street Barracks





Map of the Presidio of San Francisco

*The Presidio Trust is
dedicated to preserving
the Presidio
as an enduring resource
for all Americans.*



34 Graham Street, San Francisco, CA 94129

